

Do not return the completed report via fax or email.

Original signatures and attachments are needed.

Return no later than 30 days after the end of the project and no later than June 1, 2015.

On a separate piece of 8.5" X 11" white paper, provide the following information in the order specified below. Title all pages, **"Final Report – 2014-2015 Project Grants for Organizations."** You may use this page as a checklist to make sure the report is complete.

**Return no later than June 1, 2015 to:**

Virginia Commission for the Arts  
1001 East Broad Street, Suite 330  
Richmond, VA 23219  
804.225.3132 (Voice/TDD)  
[www.arts.virginia.gov](http://www.arts.virginia.gov)

### 2014-2015 FINAL REPORTING INSTRUCTIONS

1. Grant identification number (refer to the award letter).
2. Grantee name, address, telephone, email and contact person.
3. Title of project.
4. Date(s) of activity, including start and end dates.
5. Briefly describe the project that took place and include any significant changes that occurred in the project's structure, budget, programming, staff, or physical location since the time the grant application was written.
6. Total project cash income. Itemize all sources of funding for this activity, including VCA grant total, income from your organization's general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals.

**Remember to provide the GRAND TOTAL of all cash income for this activity.**

7. Total project cash expenses. Itemize all expenses.
8. Total number of artists participating in this project.
9. Total number of individuals who directly participated in this activity including attendance.
10. Of the total number attending, how many were age 18 or under?
11. Total number of arts events associated with the project.
12. How did this project improve your capabilities in relation to artistic quality, community service, or management of your organization?
13. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement type the name, title and daytime phone of the person reporting, and provide an original signature.
14. Enclose publicity material, press clippings, printed programs, reviews, articles, evaluation forms, or brochures regarding the project. **Highlight acknowledgment of Commission and National Endowment for the Arts support in publicity materials you produced.**
15. Return the completed report to the Commission office **no later than June 1, 2015.**

**NOTE: This is not a postmark date.**